

7/28/2014

To: (b) (6)

From: (b) (6)

Subject: Step 2 Grievance / WTC 1

A step 1 grievance was filed on June 11, 2014 and responded via e-mail from (b) (6) on Thursday July 24, 2014.¹ The response was received² late by twenty eight days (28)

The step 1 grievance or group grievance alleges an ongoing safety violation, nevertheless the following is provided.

The step 1 grievance contains all the elements of grievance. The reasons for the issuance of the grievance and the date of said grievance are discussed in the grievance as well but the following additional information some repeated is set forth below.

At the time of the Prospectus submission to Congress by the Acting Administrator GSA made a promissory commitment that several smaller leases would be consolidated, and these smaller leases would be combined for a substantial savings to the taxpayer. No mention was made that GSA would move their employees from free space to expensive downtown lease space. GSA at various times in OMB Memorandum and various places has stated their intention is to place all government employees in Federal Space. Many GSA employees were misled into thinking the WTC 1 lease published in the papers was for other agencies. The Union was notified that GSA employees would not be moved and that GSA was soliciting other agencies for the space, again this is in violation of the FAR and a continuing violation of the regulations which prohibit leasing space without first establishing a tenant for the space and a commitment to occupy the space.

When employees were notified that an intention had been drafted to move GSA employees into the space, rather than other agencies, the employees reacted and expressed concerns one of which was major that many of the older employees had been witnesses for the WTC airplane attack, and saw people jump to their death and that the building was not safe as it was bombed twice before. They began to express concerns that the building was a target a number 1 target for terrorists.

1

Written Grievance – A written grievance must be presented to the RLRO within thirty (30) days of the incident giving rise to the grievance, or within thirty (30) days after the aggrieved employee becomes aware or should have reasonably become aware of the matter out of which the grievance arises or is a continuing violation. (Grievance Article 33 underline inserted for emphasis)

2

Agency Response - The deciding official will respond in writing within fifteen (15) days of either the meeting or receipt of the grievance, if no meeting is requested.

GSA management to allay the concern for safety created a therapy sessions mislabeled "change management training" and several discussion were held and are still held to discuss the impact on employees and their state of alarm at moving from 26 Federal Plaza. GSA even conducted a Town Hall meeting with Durst and the Port Authority to persuade employees that the building was safe, an entire power point was presented where safety issues were discussed. Most employees continue to remember and fully understand that the WTC was bombed twice and finally on 9/11 destroyed. A museum situated at the base of the building is chock full of bloody reminders and each day employees are summoned back to the past by the sight of such ghoulish artifacts abhorring to all.

For the last few months several breeches of security occurred including security personnel texting on cellphones while on duty and sleeping. Terrorists recently have made threats they will see us in New York. The Regional Administrator even signs off on environmental studies without the study being done. The Buffalo papers record her as providing "brazenly false information." See attachment to the Step 1 grievance, and most employees do not trust her regarding her statements about security and the WTC 1. Further the articles state: I am shocked that GSA bureaucrats had the gall to issue such a dishonest, stilted environmental review. This Sunday's Post and other publications have now confirmed 2500 workers at Ground 0 have died from exposures directly from that particular area and contamination is present. (b) (6) states: the only thing about GSA's environmental review is the extent to which it violates federal law. Please read the whole article. (b) (6) whose picture appeared in the papers and the Civil Rights Director for GSA was urged by (b) (6) to dismantle an August 2012 inter-agency environmental justice task force that had been investigating the high childhood asthma rate in Buffalo's West Side. Yet (b) (6) refers to employees as family.

GSA received complaints and comments in April on their website for several days as further evidence became available that many employees are fearful of working at WTC and do not trust GSA or the assurances by the Regional Administrator or management of safety at the WTC 1. The Regional Administrator cannot assure safety at the WTC 1 as it's a terrorist target #1 and controlled by a private sector lease. GSA was placed exactly in the Center of the Building which amounts to the bulls eye of the WTC. The Daily news recorded a bomb scare at the building recently and no other downtown building received such a threat recently.

The buildings 26 Federal Plaza, 290 Broadway, and 201 Varick Street have plenty of space that is empty. The buildings have no commercial traffic, have substantial FBI presence, bomb sniffing dogs, armed guards, magnetometer to detect weapons, and the federal buildings save taxpayer's from the financial cost of the WTC 1 private lease.

Attached is a recent article describing drones (Front Page) that can be used to deliver explosives anywhere in New York, (another continuing safety violation unaddressed.) The WTC 1 cannot even to this day find tenants as other agencies refuse to occupy the terrorist target, and the public sector tenants also understand that their employees consider the WTC 1 a target and refuse to relocate. Per the Article Conde Nast only moved because they were " lured " because the Port Authority would cover lease costs at their present location till 2019.

The WTC plaza and buildings are wide open to the public, and thousands each day unscreened will go in and out of the building like Macy's regardless if the GSA floors are entry only by smart card. The attached article today reveals that Durst and PA will be cutting corners and one of the cost savings will be safety. 26 Federal Plaza with massive FBI presence, armed guards, no commercial activity, dogs, multiple cameras and the fact that Federal Protective cars are on Broadway as a deterrent and that Duane Street is closed and that Federal Plaza is not a terrorist target sticking up in space 110 stories and that GSA is in the bulls eye of the structure is a strong basis for GSA to either

cancel the contract which they do every day or allow employees who have security concerns to remain working in the secure non targeted buildings.

Lastly the Region 2 lease is in continuing violation of Presidential Order 2013-02 to freeze all purchases of lease space as GSA cancels leases everyday and considering to totality of empty space in federal buildings should honor the Presidential Order post-signing.. See attachments.

Sincerely,

Attachment (s)

[REDACTED] GSA Jul 9

to me

Hi (c) (6) [REDACTED]

I would gladly sign the petition to Congress about this reckless, forced political move move to 1 WTC from our Federal Building, 26 Federal Plaza, which is a much safer building. Federal Agencies do not belong in the WTC, it is a conflicting environment for Government and the necessary security required. Furthermore, it only adds enthusiasm to those terrorists who wish to drop the complex again knowing they can kill many Federal workers who represent the US Government.

I commend your efforts and that of the Union in trying to stop this ludicrous move. I have a person on my bus from the Army Corps and he has said their Union has provided forms and petitions to individuals to sign and send to their Senators and Congressional Representatives.. Last heard, the Army Corps may be getting OUT from having to move to 1WTC. Even their high ups in Washington have backed employee concerns and pushed back to GSA.

Thank you,


[REDACTED]

PETITION FOR CONGRESSMEN AND CONGRESSWOMEN OF THE UNITED STATES OF AMERICA TO REVIEW A PROSPECTUS LEASE AT 1 WORLD TRADE CENTER

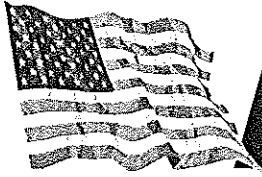
Honorable Congress:

The below signed employees work for the United States General Services Administration. We have concern for our physical safety because the Agency is relocating the Regional Office to 1 World Trade Center. Congress approved consolidating several small leases for the purpose of providing one space for government-wide employees, i.e., of an overly expensive nature to provide superior office working environments.

GSA could not persuade agencies to move to WTC, so GSA is moving their employees into the space ignoring their employees concerns. A substantial if not most employees consider the WTC the # 1 Target for Terrorists as it was selected and blown up once already, and recently ISIS formed an Islamic State whose leader vowed he would see us in New York. The undersigned request that Congress investigate relocating GSA employees from free Federal Space to expensive Lease Space because GSA did not consolidate small lease spaces as planned and as promised in the Justification to Congress. Secondly employees feel working on Top of Graveyard is ghoulish. Please review this lease transaction for compliance with the Justification Congress Approved and direct GSA to consolidate the small leases for relocation to the WTC1.



(b) (6)



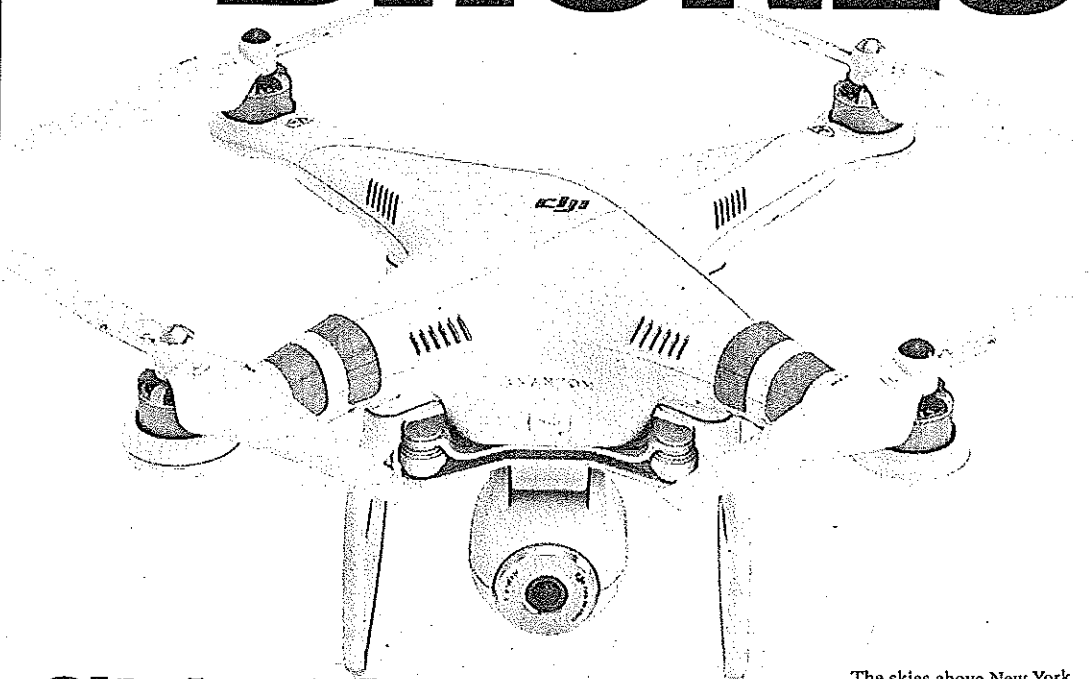
Das 'boot'

Germany slaughters Brazil

SEE SPORTS



INVASION OF THE DRONES



City's skies buzzing with tiny toy 'terrors'

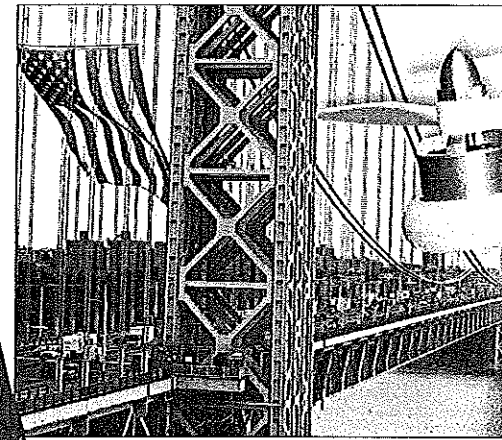
The skies above New York City have become littered with menacing, unchecked drones that pose a threat to air traffic and could be used as a tool for terror in the wrong hands, sources say.

PAGES 4-5

NYC'S AIR



GROUNDING: Remy Castro says he'll never fly drones again after getting in trouble for the George Washington Bridge incident.



- Unmanned aircraft were first authorized by the FAA in 1990.
- FAA allows unmanned aircraft to fly at a maximum of 400 feet.
- They must stay within sight of their pilots and not interfere with manned airplanes.
- Drone controllers have to notify air-traffic control officials if they are flying within five miles of an airport.

Two drones that buzzed an NYPD helicopter above the George Washington Bridge on Monday prompted this exchange between the pilot and an air-traffic controller at La Guardia:

Pilot: "We just had an aircraft doing vertical climbs pretty fast."

Air traffic: "I don't see anything on the radar. About how high would you say it went?"

Pilot: "I'd say 0 to about 2,000 in less than two seconds... and he's got green and red [lights]... Going up."

Drones more than toys

By LARRY CELONA, PHILIP MESSING, ROSS TOBACK and KATE SHEEHY

New York's airspace has become saturated with dangerous, high-flying drones that pose a threat to planes and helicopters while going mostly unchecked by authorities, sources told The Post.

The unmanned craft, which can soar thousands of feet high in just seconds, have had close calls with commercial airlines and most recently an NYPD chopper over the George Washington Bridge.

Even though they are illegal to use

anywhere in the city except parks, most users are ignorant of the rules or don't follow them because they know they probably won't get caught, sources said.

"The problem is, two years ago there were none, and now there are thousands out there," said one law-enforcement source.

"With the increase in technology, they're becoming cheaper, and there are more of them and better, so they can fly higher."

A clerk at B&H Photo Video on Ninth Avenue claimed that agents came to the store posing as customers between October and December, asking "ridicu-

lous" questions about drone specs.

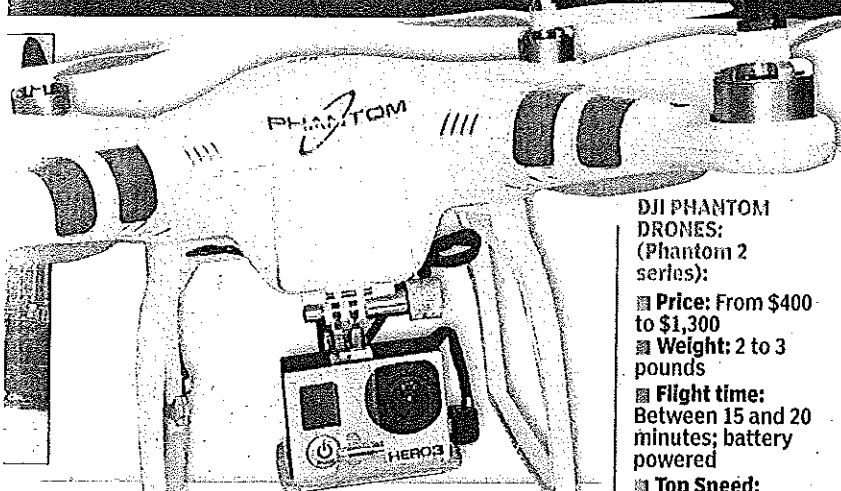
She said they sold about 15 drones a day before the spike — and now move around 200 a day in-store and online.

The four models that the store carries range in price from \$479 to \$959, depending on whether they are equipped with a camera.

Currently, no drones are allowed to be flown in the city, a "Class B Airstrip" because of its proximity to major airports, according to FAA regulations. Remote-controlled model aircraft are still allowed.

Law-enforcement and industry sources said that the feds must move

'SCARE' FORCE



Spuyten Duyvel."

AT: "Really? I don't see anything on the radar."

Pilot: "He has to be military. He's moving... (little panicked) He's right over top of us right now. He just did a 180 really quick. Going down the East River at this time. I just want make sure it's not a drone..."

He's got red and green lights. He's trucking, he's moving fast. La Guardia, definitely a

drone, He's going up the streets now between buildings."

AT: "Man, there's really gotta be a better way to maybe disable these guys... Take your time, you're the only ones in the air."



DJI PHANTOM DRONES: (Phantom 2 series):

■ **Price:** From \$400 to \$1,300

■ **Weight:** 2 to 3 pounds

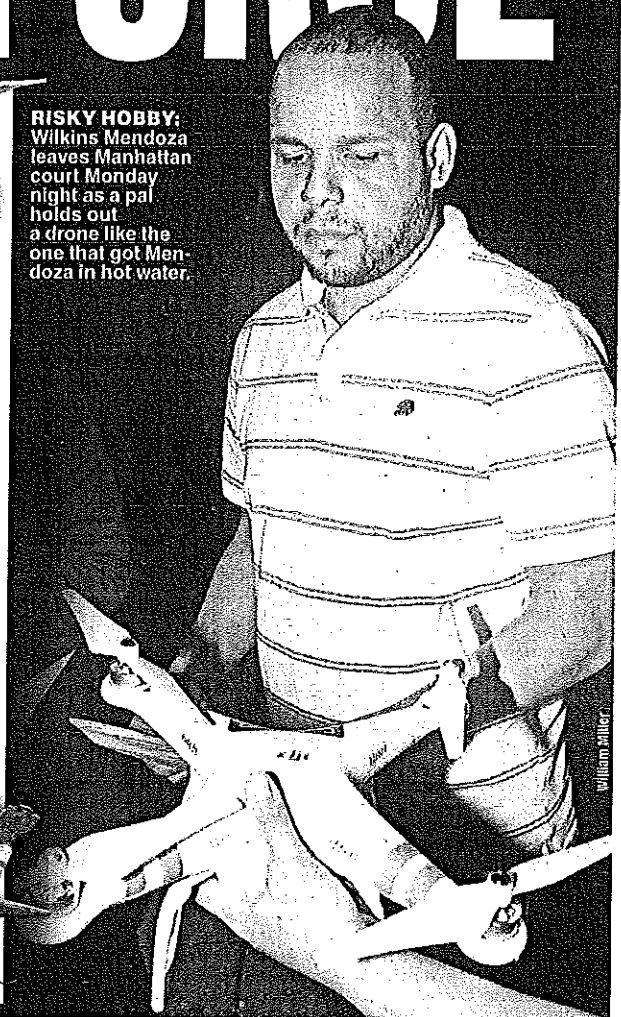
■ **Flight time:** Between 15 and 20 minutes; battery powered

■ **Top Speed:** About 20 mph

■ **Maximum altitude:** Can reach 3,280 feet, depending on conditions

■ **Camera:** Equipped with removable mount for GoPro and other light video cameras

RISKY HOBBY: Wilkins Mendoza leaves Manhattan court Monday night as a pal holds out a drone like the one that got Mendoza in hot water.



as 'hobbyists' now menace real pilots

much faster to curb scofflaws.

"It's only a matter of time before [terrorists] start packing these with explosives and start sending them over here," said a counterterrorism source.

Two hobbyists, Remy Castro and Wilkins Mendoza, were busted in upper Manhattan on Monday for allegedly using drones to buzz an NYPD helicopter patrolling the George Washington Bridge. They were both charged with reckless endangerment.

On May 29, the pilots of two planes approaching La Guardia Air-

port at around 8 p.m. complained to the FAA that a large drone, about 20 feet wide, was flying near them over the southern tip of Manhattan, a law-enforcement source said.

And a couple weeks ago, NYPD Aviation Unit cops flying a chopper over Staten Island one night spotted a "very large drone, about 14 feet wide and boomerang-shaped," a source said.

"What was unusual was that it was far larger than most drones and the drone was flying at a high rate of speed," the source said.

"When they approached [in the

helicopter] it elevated quickly and disappeared in the clouds."

One of the cops in the helicopter over the G.W. Bridge was stunned to cross paths with the drone — and didn't initially know what he was dealing with.

"He has to be military, he's moving," the officer told a La Guardia controller.

Once it seemed clear it was a hobbyist's drone, the disgusted controller muttered, "Man, there's really gotta be a better way to maybe disable these guys."

One of the hobbyists at the con-

trols told The Post that his flying days are over — although he denied that his drone had gotten close to the chopper.

"It was never meant for harm to any plane. I know the consequences, I ain't going to risk no one's life," said Remy Castro, 23.

"I'm never flying them again."

So far, the FAA has cracked down only on the banned commercial use of drones, such as by real-estate agents and developers wanting to provide aerial views of, and from, their properties.

And a more comprehensive re-

write of regulations involving drones likely won't occur until mid-2016, worried industry experts said.

"The sale of relatively inexpensive hobby-grade systems has increased almost exponentially... and we are absolutely concerned," said Ben Glew, general counsel with the Association for Unmanned Vehicle Systems International in DC.

"We're the only industry I can think of that's begging to have a federal agency regulate us."

Additional reporting by Antonio Antenucci and Sophia Rosenbaum
kelona@nypost.com

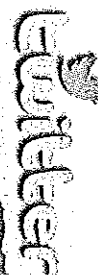
craft didn't comply with U.S. regulations.

Flynt is sellin'

Pornography publisher Larry Flynt is selling his original Hustler store on Sunset Boulevard in West Hollywood, Calif. Plans for the site are said to be possible conversion into a hotel.

Sources: A.R. Bloomberg, Dow Jones and Reuters

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her web channel. In fact, Klein, who runs Tapp Media alongside Jeff Gaspin, the former boss at NBCUniversal, believes Palin's direct-to-consumer Web TV channel could be a success with just a couple of thousand subscribers.

Durst's 1 WTC deal no walk in the park

Steve Guozzo

REALTY CHECK



IT'S crunch time for the Dust Organization at 1 World Trade Center. Despite popular wisdom that Douglas Durst's 10 percent, joint-venture partner-

ship with the Port Authority was a sweetheart deal, it turns out he's under the gun to find new tenants or face getting booted from the project. According to PA board minutes we unearthed from August 2010, if Durst doesn't achieve a "minimum threshold for lease-up" once the tower opens, the agency can buy back his \$100 million share. Sources now tell Realty Check the "threshold" is

right here on your computer, smart phone or tablet on the Paula Deen Network," the 67-year-old celebrity chef recently tweeted. Klein says he's offering stars a more lucrative option than setting up their

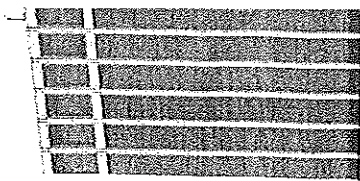
cut of ad revenue. Klein is set to launch a fantasy sports Web TV channel — to be followed by a separate effort dedicated to music stars. calvinson@mypost.com

150,000 square feet within the first year after the tower's opening — which begins when Condé Nast moves in by January. Moreover, it isn't sufficient that the new leases merely be signed by the end of 2015 — the tenants must actually be paying rent on them in that year. The 150,000-foot total can't include the roughly 1.5 million square feet previously signed to Condé Nast, China

Center and the federal GSA. The few, freshly signed office leases since those total about 50,000 square feet, including 35,000 feet for KIDS Creative — a mere third of the threshold figure. The "iconic" 3 million square-foot tower is about 60 percent leased. Durst, citing weak demand, recently reduced asking rents on middle floors to the \$60s per square foot from the low \$70s, al-

though KIDS Creative is paying in the \$90s for the 85th floor. The previously undisclosed pressure on Durst illustrates an overlooked truth: His \$100 million purchase of a 10 percent stake in 1 WTC, while a sound deal with low risk, augurs anything but a honeymoon, even as his Midtown office buildings are fac-

See **REALTY CHECK** on Page 26



No sweet deal for Durst

REALITY CHECK from Page 23

ing large lease expirations. His 1 WTC exposure is modest compared to his empire's Forbes-estimated value of \$4.4 billion. But it must be viewed in context of the Durst Organization's overall competitive posture.

The company, for all its deal-making prowess, faces the same challenges as any developer/landlord. And the PA has more teeth in the 1 WTC deal with Durst than many believed.

The JV promises Durst a relatively modest return compared with the profits he made at 4 Times Square and 1 Bryant Park. Durst can make money several ways on the deal — including a 99-year contract management fee, a reward for saving the PA money on the tower's final stage of construction, and leasing commissions similar to those at any office building (and to be shared with Cush-

man & Wakefield).

But, by our reading of the documents, Durst won't share directly in rent proceeds until the tower is "stabilized" at 92.5 percent occupancy — right now a distant dream. Until then, he receives only a fixed, single-digit return on the \$100 million investment.

The management fee is around \$2 million this year, and Durst has already harvested about as much as he can, around \$30 million, from cost savings on 1 WTC's final stage of development.

All the revenue combined might yield tens of millions of dollars more over time — hardly peanuts, but modest compared, for example, with the estimated half-billion-dollar value creation Durst achieved at 1 Bryant Park.

Durst's four-year involvement at 1 WTC has gobbled up company time and resources even as it's generated bad press over cost-cutting changes to the original design

and security lapses that saw pranksters sneak past dozing guards and make their way to the top.

Meanwhile, the PA has enjoyed significant benefits in addition to cost savings. At the time it tapped Durst over two other companies in 2010, when the site still carried a terrorist-target stigma, the PA had neither expertise nor enthusiasm to find private-sector tenants.

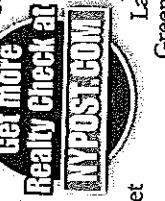
Durst swiftly negotiated a 50 percent space reduction by the GSA, which had previously committed to over 500,000 square feet. The scaling-back of a government tenant made the tower more attractive to private-sector users, and freed up 270,000 square feet for higher rent than the GSA's bargain-basement \$40s.

Then, Durst lured Condé Nast from his own 4 Times Square — nudged along by the PA's agreeing to cover Condé's lease costs at 4

Times Square until 2019.

It was a feat Durst won't likely be able to repeat. He's unlikely to woo another tenant from his uptown holdings, where about 25 percent of his 10 million square feet are likely to become available in the next few years — at 4 Times Square, 1133 and 1155 Sixth Ave. and 114 W. 47th St.

At 1155 Sixth, law firm White & Case plans to leave behind 450,000 square feet in 2017. To make the 1984-vintage tower more competitive, Durst plans to spend tens of millions on a partial redesign, including a new ground-floor facade, a new terraced rooftop, and installation of floor-to-ceiling corner facet windows.



The looming vacancies don't mean Durst is in trouble: tenants come and go, and there's time to replace the ones who leave. But he's got his work cut out for him even

as the PA will be holding his feet to the fire.

Software firm Infor has leased the 21,302 square-foot duplex penthouse at SL Green's 635-41 Sixth Ave., increasing its stake in the building to nearly 115,000 square feet.

SL Green leasing director Steven Durels said the deal brings the 271,000 square-foot property to 100 percent leased.

The landlord is redeveloping the two-building complex between West 19th and 20th streets into a single property.

Cushman & Wakefield repred Infor and Jones Lang LaSalle acted for SL Green.

Note: The rendering of the Knickerbocker Hotel rooftop on July 14 should have been credited to Neoscape.

scuozzo@nypost.com

For current forecasts go to: **NYPOST.COM**
New York Times TODAY TOMORROW

Weather Report
Wednesday

KOSMAN

le Group announced it had a definitive agreement to acquire Acosta Sales & Marketing, one of the biggest buyouts of the year, as first reported Monday. The value of the deal, at \$4.5 billion, is expected to give the company a significant boost in making the announcement.

now become a private-equity firm, Acosta since its acquisition by Berkshire Hathaway Investors and its fits the profile: a steady stream of acquisitions that require little capital to finance a but.

han@nypost.com



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

March 14, 2013

THE CONTROLLER

MANAGEMENT PROCEDURES MEMORANDUM NO. 2013-02

MEMORANDUM FOR: ALL EXECUTIVE AGENCIES

FROM: Danny Werfel
Controller

SUBJECT: Implementation of OMB Memorandum M-12-12 Section 3: Freeze the Footprint

OMB CONTACTS: Shelley Thompson (202-395-7583, sthompson@omb.eop.gov)
Aaron Joachim (202-395-7764, ajoachim@omb.eop.gov)

Summary:

Consistent with Section 3 of the Office of Management and Budget Memorandum (OMB) M-12-12, *Promoting Efficient Spending to Support Agency Operations*, all Chief Financial Officers (CFO) Act Executive Branch departments and agencies (agencies) shall not increase the total square footage of their domestic office and warehouse inventory compared to the FY 2012 baseline.¹ This Memorandum clarifies the "Freeze the Footprint" policy.

As explained below, OMB and the General Services Administration (GSA) will annually monitor the continuing implementation of this policy. As part of this process, each agency will develop and submit a Revised Real Property Cost Savings and Innovation Plan, and in future years, an Annual Agency Evaluation, which will describe the agency's overall approach in managing its real property usage and spending.

Actions Required:

1. Freeze the Footprint.

On an annual basis, an agency shall not increase the size of its domestic real estate inventory, measured in square footage, for space predominately used for offices and warehouses. In general, while progress in meeting the "Freeze the Footprint" policy will be based on an annual evaluation of an agency's total office and warehouse square footage compared to its FY 2012 baseline, there may be circumstances where an agency has exceeded its square footage baseline in a given year, but the agency is nevertheless in compliance with the "Freeze the Footprint" policy based on the timing of already-

¹ See Glossary of Terms for definitions of these types of assets.

identified offsets or a net reduction of costs relative to its square footage baseline.

a. ***Baseline for Measurement.*** An agency's total square footage for office and warehouse space shall remain at its FY 2012 baseline level. Agency baselines will be calculated based on the FY 2012 Federal Real Property Profile (FRPP) data, FY 2012 GSA Occupancy Agreements (OAs), and FY 2012 agency Leasing Agreements (for each agency that has independent leasing authority). GSA will consolidate this information and submit to each agency for review. Within (14) days of receipt, each agency may provide comments and additional information to GSA for GSA's consideration.

b. ***Requirements for Offsets.***²

- i. On an annual basis, an agency must offset any growth in total office and warehouse space with other corresponding reductions in total office or warehouse space, so as to ensure that there is no net increase in the size of these real property assets, compared against the FY 2012 baseline.
- ii. A disposal creates an offset in the amount of the square footage of the office or warehouse space disposed. The agency's declaration of a property as "excess" to GSA will count as an offset. Additionally, office and warehouse properties located at military installations closed or realigned as part of a Defense Base Realignment and Closure (BRAC) process will count as an offset. For GSA space leased on behalf of another agency, that agency's disposal of the space is recognized as occurring on the agency rent termination date.
- iii. An agency may not use as an offset:
 - a) Properties that the agency has "mothballed" (i.e., property is temporarily not occupied or utilized).
 - b) Enhanced use leases (EULs) and outleases.

c. ***Strategies to Promote Full Implementation of the "Freeze the Footprint" Policy***

- i. ***Co-locations and Consolidations.*** Each agency should work collaboratively with other agencies and GSA to find opportunities for smarter space usage through co-locations and consolidations. Each agency should first consider and pursue available co-location opportunities within the Federal real estate inventory, especially those that will result in no net growth of the overall Federal real estate inventory.

² GSA is subject to the offset requirement for space that it uses for its own agency operations. The offset requirement does not apply to GSA for space that GSA maintains, leases, or otherwise obtains for the operations of other Federal agencies.

- ii. **Consultation with GSA.** Further, each agency should consult with GSA on how to use technology and space management to consolidate, increase occupancy rates in facilities, and eliminate lease arrangements that are not cost or space effective.

2. The Revised Real Property Cost Savings and Innovation Plans.

By May 15, 2013, each agency shall develop and submit to GSA a 3-year Revised Real Property Cost Savings and Innovation Plan. This plan will be a revision of each agency's 2010 Real Property Cost Savings and Innovation Plan with a narrower focus, and prospective analysis of real property spending for the next three fiscal years, as outlined below (i.e., the 2013 plan shall cover FY 2013 through FY 2015).³

Every third year thereafter, each agency shall submit a Revised Real Property Cost Savings and Innovation Plan within 120 days after the deadline for agencies to submit their data to the FRPP.

The agency's Senior Real Property Officer (SRPO) and Chief Financial Officer (CFO) shall certify that the plan is complete and accurate. Each Revised Real Property Cost Savings and Innovation Plan—which should be as concise as possible and not exceed 20 pages—must include each of the following components:⁴

a. *Plan to Maintain FY 2012 Footprint.* Each agency shall include:

- i. A spreadsheet that identifies agency space acquisitions and offsets over the three-year planning period. The spreadsheet shall include the following column headers and appropriate data: FRPP Real Property Unique Identifier;⁵ Office or Warehouse; City; State; Zip Code; Estimated Date the Asset will Leave the Inventory or Estimated Date the Agency will Begin Occupation of New Space;
- ii. A narrative description of the strategies and policies an agency will utilize carry out mission and program priorities while working towards freezing real property growth;
- iii. Planned consolidation, co-locations, disposals, new construction projects, and leases; and
- iv. At least three examples of planned consolidation, co-locations, and

³ The original Real Property Cost Savings and Innovation Plans were submitted to OMB under Management Procedures Memorandum No. 2010-07.

⁴ If a section does not apply, please indicate "Not Applicable."

⁵ For GSA assignments, each agency shall include the OA number.

disposals that can be updated and tracked publically.

b. *Documentation of Costs.* Each agency shall include:

- i. The total dollar amount spent on an agency's current total Federal and private-sector leasing costs; and
- ii. A quantitative analysis and discussion of each agency's current total leasing costs and how each agency plans to control leasing and other costs in the future.⁶

c. *Explanation of Efficiency.* Each agency shall include:

- i. An analysis and discussion of what actions the agency is taking to maximize and increase efficiency in its utilization of space; and
- ii. Cost effective alternatives to acquisition, such as consolidation, co-location, teleworking, and "hoteling."

d. *Description of Internal Controls.* Each agency shall describe the methods and procedures for complying with the "Freeze the Footprint" policy. These controls may include, but are not limited to:

- i. The processes through which the agency will identify and execute offsets when acquiring additional office and warehouse space;
- ii. Internal reviews and certification processes, where all new leases, acquisitions, expansions, or other growth in the agency's office and warehouse space, at all locations, require approval by the CFO or SRPO, before they can be implemented;
- iii. Processes for agency bureaus to coordinate all office and warehouse acquisitions with the CFO (or identified delegate) and SRPO; and
- iv. Tracking of all domestic agency office and warehouse increases and offsets, netting to zero annually.

3. *The Annual Agency Evaluation.* 120 days after final FRPP submission,⁷ and on an annual basis thereafter, each agency's SRPO and CFO shall develop and submit to GSA an evaluation of the agency's compliance with the "Freeze the Footprint" policy. On

⁶ This may be accomplished through decreasing space usage, relocating to less expensive space, making more efficient use of space, or working with GSA to find other cost-effective solutions.

⁷ The first Annual Agency Evaluation will be due 120 days after the FRPP submission in 2014.

years when an agency submits a Revised Real Property Cost Savings and Innovation Plan, the agency shall include the Annual Agency Evaluation as part of the Revised Real Property Cost Savings and Innovation Plan. Each agency evaluation—which should not exceed 10 pages—shall include:

- a. ***Analysis of Performance.*** A discussion of the agency's year-end performance benchmarked against the information contained within its Revised Real Property Cost Savings and Innovation Plan. A comparison of the agency's total square footage from the previous fiscal year, compared to the current fiscal year.
 - b. ***Adjustments.*** Any necessary adjustments to the agency's Revised Real Property Cost Savings and Innovation Plan, including a detailed narrative and analysis for why these adjustments are necessary.
4. **Government-Wide Internal Controls.** GSA and OMB will take the following actions to improve the consistency and accuracy of information used to measure agency performance:
- a. ***Update to OMB Circular A-136 and Audit Bulletin 07-04.*** OMB will update OMB Circular No. A-136, *Financial Reporting Requirements*, to include reporting requirements on "Freeze the Footprint" activities. In addition, OMB will update OMB Bulletin No. 07-04, *Audit Requirements for Federal Financial Statements*, to include a requirement to review agency internal controls for the "Freeze the Footprint" policy.
 - b. ***GSA Monitoring.*** On an annual, calendar year, basis, GSA will analyze agency data submitted to the FRPP and agency OA data maintained by GSA to measure compliance with the policy. GSA will perform data integrity tests on agency-submitted FRPP and OA data that will help ensure the information is valid and reliable. Further, GSA will provide preliminary data analysis and recommendations to OMB for further discussion with each agency on each agency's Revised Real Property Cost Savings and Innovation Plans and Annual Agency Evaluation.
 - c. ***GSA Reporting.*** On an annual, calendar year, basis, as established in 1(a) and 4(b) of this Memorandum and consistent with the FRPP reporting cycle, GSA will transmit a report to OMB that lists each agency's current-year office and warehouse square footage compared to its FY 2012 baseline. GSA will submit the report to OMB within 60 days after deadline for agencies to submit their data to the FRPP.
5. **Annual Compliance Review.** On an annual, calendar year, basis, OMB will review agency compliance with the "Freeze the Footprint" policy. In consultation with GSA, the review will be based on: current year agency square footage compared to FY 2012 baseline, the Revised Real Property Cost Savings and Innovation Plan, and the Annual Agency Evaluation.

6. **Transparency.** On an annual, calendar year basis, and after consultation with GSA and the agencies, OMB will update Performance.gov with information on each agency's square footage baseline and annual progress associated with the "Freeze the Footprint" policy. Further, OMB shall track the progress of select projects provided in agency Revised Real Property Cost Savings and Innovation Plans on Performance.gov.

Glossary of Terms:

Co-location. For the purposes of this Memorandum, a co-location is the merging of two or more components, offices, bureaus or divisions from two or more agencies, where one agency consolidates its components, offices, bureaus or divisions into the host agency's space.

Consolidation. For the purposes of this Memorandum, a consolidation is combining one or more components, offices, bureaus or divisions, of the same agency in an existing owned office or warehouse space, and disposing of the square footage in a leased facility.

Enhanced use leases (EULs) and outleases. For the purposes of this Memorandum, enhanced use leases and outleases are properties occupied by a non-government entity that remain titled to the Federal government.

Disposal. For the purposes of this Memorandum, a disposal is a sale, demolition, lease termination, public benefit conveyance, Federal transfer, or any other action that results in the removal of the asset from the inventory of the agency.

Hoteling. For the purposes of this Memorandum, hoteling is an arrangement where employees use non-dedicated, non-permanent workspaces assigned for use by reservation on an as-needed basis.

Office Space (From FRPP Data Dictionary). Buildings primarily used for office space or military headquarters

Warehouse Space (From FRPP Data Dictionary). Buildings used for storage, such as ammunition storage, covered sheds, and buildings primarily used for storage of vehicles or materials. Also included are underground or earth covered ammunition storage bunkers and magazines. This category excludes water reservoirs and petroleum, oil, and lubricants storage tanks which are storage structures.



(b) (6)

Fwd: Grievance

1 message

(b) (6)

Thu, Jul 24, 2014 at 4:18 PM

To: (b) (6)

Cc: (b) (6)

(b) (6)

(b) (6)

On December 6, 2013 you were advised that GSA would be relocating its regional headquarters from 26 Federal Plaza, New York, NY to 1 World Trade Center (1WTC). On June 11, 2014 you sent Shana Stevens, Regional Labor Relations Officer, the attached group grievance that you indicated you were filing on behalf of bargaining unit employees being relocated to 1 WTC.

Article 33 Section 7 (A) of the National Agreement between GSA and AFGE states that "Individual or group grievances must be filed within thirty (30) days of the incident giving rise to the grievance, or within thirty (30) days after the aggrieved employee becomes aware of the matter out of which the grievance arises." Consequently, this grievance needed to be filed by January 6, 2014.

However, the group grievance that you filed was submitted on June 11, 2014. This is way past January 6, 2014, 30 days after you were advised of the matter giving rise to your grievance.

Based on the above, therefore, this grievance is untimely as per the provisions of the GSA-AFGE National Agreement. Consequently, in accordance with Article 33, Section 12 of the GSA-AFGE National Agreement, the group grievance you filed is hereby cancelled.

(b) (6)